

## CHAPTER VII - CHANGES IN MEMBERSHIP STATUS

- A. AUXILIARY MANUAL. A full discussion of the Coast Guard Auxiliary's policies and procedures regarding membership can be found in Chapter 3 of the *AUXILIARY MANUAL* COMDTINST M16790.1 series. Details of this chapter of the *RECRUITMENT AND RETENTION GUIDE* deal with the actions that need to be taken at the flotilla level to initiate changes in membership status.
- B. FORMS. All forms pertaining to membership status in the Coast Guard Auxiliary are described in Enclosure (1).
- C. CHANGES IN MEMBERSHIP.
  - 1. ENROLLMENT.
    - a. Procedures for enrollment of new members have been covered in detail in the *AUXILIARY MANUAL* and Chapter IV of this Guide.
    - b. Re-enrollment of a former member requires the Enrollment Application (ANCS #7001/CGAUX-32).
  - 2. RETIREMENT.
    - a. The requirements necessary to initiate Retirement Status for a flotilla member can be found in Chapter 3 of the *AUXILIARY MANUAL*.
    - b. A copy of the Change of Membership Status form (ANSC #7035/USCGAUX-36) must be submitted to DIRAUX via the Flotilla Commander and DSO-PS.
  - 3. TRANSFERS.
    - a. Within a District require a request made by the member and filing of Member Transfer Request form (ANSC #7056/CGAUX-4) with DIRAUX via the Flotilla Commander.
    - b. To another District require a request made by the member and filing of Member Transfer Request form (ANSC #7056/CGAUX-4) with DIRAUX via the Flotilla Commander.
  - 4. DEATH.
    - a. Whether under orders or any other circumstance, the Flotilla Commander should be notified as soon as possible upon the death of a flotilla member. It is the FC's responsibility to make all other notifications per the *AUXILIARY MANUAL*.
    - b. FC must file a Change of Membership Status form (ANSC #7035/CGAUX-36) .

- c. Notification should be provided so the member's name is removed from all official rosters and mailing lists. This will help spare the family unnecessary distress.
- d. The FSO-PS shall provide information on the deceased member to the FSO-PB for suitable announcement in the "Members Crossing the Bar" section of the unit publication. Information should also be sent up the chain of communication by the FSO-PS to the DSO-PS via the SO-PS and by the FSO-PB to the *NAVIGATOR* editor via the DSO-PB and SO-PB. This will enable suitable recognition at all levels.

## 5. DISENROLLMENT.

- a. All details of reasons for disenrollment can be found in Chapter 3 of the *AUXILIARY MANUAL*. The Change of Membership Status form (ANSC #7035/CGAUX-36) must be submitted by the Flotilla Commander for all disenrollments. The most common reasons for disenrollment are member request and failure to pay dues.
- b. All other forms of disenrollment are handled by the Director's Office and are at the discretion of the Commandant. Recommendations for disenrollment are to be submitted to the Director in writing, via the Chain of Leadership and Management.